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**STAFF SERVICES ANALYST  
LEGAL OFFICE  
PERMANENT/FULL-TIME  
\$2,724.00 - \$4,300.00  
FINAL FILING DATE: June 25, 2007**

**DEPARTMENT SUMMARY:**

The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

**POSITION SUMMARY:**

Under the direction of the Chief Counsel, the incumbent will assist Legal staff with the following job functions:

- Acts as Board Liaison. Assists in the preparation for monthly Board meetings, including preparation of materials for the meeting. Assists with compliance with the Bagley-Keene Open Meeting Act.
- Performs legal research, including research of legislative histories. Assists with policy review, including research of history and analyzing potential impact on the department's programs. Reviews legal documents and materials, and prepares procedure manuals. Researches legislative amendments to the Open Meeting Act. Researches statutes and corresponding regulations affecting the programs administered by the department. Assists with the regulation adoption process.
- Reviews and assesses all incoming subpoenas received by the department for appropriate response. Reviews and assesses requests for information received by the legal office pursuant to the Information Practices Act and the Public Records Act and prepares departmental response. Redirects or responds to sensitive telephone calls and written inquiries.
- Coordinates the bid protest program and claims filed under Penal Code section 4900 et seq. Monitors applicable deadlines, prepares correspondence, schedules hearings, and performs other tasks as related to the bid protest program.
- Develops and implements document and assignment tracking systems for the legal office. Coordinates work flow and document preparation for the legal office.

**DESIRABLE QUALIFICATIONS:**

Ability to work independently or in a team environment; work cooperatively and tactfully with staff and management; ability to write and communicate effectively; use of tact and discretion in dealing with confidential and sensitive issues; excellent organizational skills; good computer skills and knowledge of Word and Excel is desired.

**WHO MAY APPLY:**

Current State employees in the Staff Services Analyst classification or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

In a professional office environment with appropriate business attire • Use of phone, fax, copiers, and general office and communication equipment • Frequent use of a personal computer and related software applications at a workstation • Use of hand cart to transport documents and/or equipment up to 15-20 lbs. (i.e., laptop computer, files, and reference manuals).

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

**SUBMIT APPLICATION AND RESUME TO:**

Victim Compensation and Government Claims Board  
Attn: Angela Ramirez/Human Resources  
P.O. Box 48  
Sacramento, CA 95812-0048  
Email: [angela.ramirez@vcgcb.ca.gov](mailto:angela.ramirez@vcgcb.ca.gov)  
(916) 491-3805